

Clerical and Office Branch
General Clerical Group
Customer Contact Series

WATER RIGHTS CLERK

3/98 (SAC)

Summary

Under general supervision, perform technical and clerical functions to assist with acquisition of water rights leases from property owners.

Typical Duties

Participate in water rights lease acquisition. Involves: researching land use and property records to establish ownership; contacting property owners to solicit water rights; providing information to the public on ordinances, codes, policies and services related to program; corresponding with property owners to notify of intent to exercise option to assume water rights.

Administer leases. Involves: coordinating lease preparation and renewal; obtaining required signatures and assuring documentation is recorded by County Clerks; calculating and authorizing payments due property owners; maintaining database of water rights owned and potential additional sources; entering graphical and non-graphical data from leases, maps or other documents on geographic information systems.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintaining continuity of operations and similarly performing any duties of coworkers, if necessary; assisting in training in use of geographic information system by explaining and demonstrating work involved; verifying annual water rights taxes levied on Public Service Board property are paid; requesting and processing payments for contracted ditch maintenance services; typing correspondence and maintaining files.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent, and three (3) years of customer contact experience, which included researching, preparing or maintaining real property, construction, planning, or legal records, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: office practices and procedures; City operating procedures, policies, rules and regulations. Good knowledge of: business English, spelling, and arithmetic. Some knowledge of: lease agreements and contract law.

Ability to: learn local, State and Federal water rights regulations; read and understand information contained in land ownership and parcel conveyance documents, subdivision plats and base maps; update and maintain land use records; oversee and schedule lease renewal; analyze, research and maintain database of leases on geographic information system; establish and maintain effective working relationships with fellow employees, property owners and the general public; follow written and oral instructions.

Skill in: safe use and care of computer hardware and spreadsheet, database, word processing, drafting and geographic information system software comparable to that currently installed.

Director of Personnel

Department Head